

CLASS TITLE:

**CHIEF FACILITIES
MANAGEMENT OFFICER
(DOT)**

Class Code: 02555500

Pay Grade: 35A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in planning, developing and implementing comprehensive departmental property management and facilities management program; to be responsible for participating in, as well as assisting in, reviewing and evaluating the work of a staff engaged in the administration of such programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior from whom general and specific work assignments are received with wide latitude in the exercise of initiative and independent judgement in carrying out such assignments; work is subject to review upon completion only for results obtained and conformance to state and federal laws, rules and regulations as well as departmental policies and objectives.

SUPERVISION EXERCISED: Assists in planning, supervising, reviewing and evaluating the work of a subordinate staff of professional, technical and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in planning, developing and implementing comprehensive departmental property management and facilities management program; to be responsible for participating in, as well as assisting in, supervising, reviewing and evaluating the work of a staff engaged in the administration of such program and involving such activities as:

A departmental program of general supportive services including property management, buildings and grounds, and engineering consultative services for divisions, and sections as may require such services; to assist in the planning and implementation of a comprehensive program for the acquisition, leasing, construction repairs, replacement and maintenance of public buildings, and equipment, including responsibility for assisting in developing space utilization plans for departmental owned facilities; to assist in the development of a comprehensive plan for the management of state owned real property and such real property leased, rented or used by the department and to assist in the supervision of a staff assigned to the detailed development of specifications, leases, the development of appropriate additions and renovations and/or such space utilization plans, as may be required, assuring that all such real property as is used by the department conforms to appropriate codes and/or laws regulating their use; to assist in the development and administration of the capitol development and building improvement budget for the department including a comprehensive property acquisition plan; to assist in the direction of a staff for consultants engaged in the comprehensive review and inspection of construction projects in both the proposal and construction phases to ensure compliance with accepted professional standards and contract provisions; to be responsible for the coordination and preparation of all reports to include energy conservation; to compile fiscal management programs in conjunction with a superior involving preparation of the divisional budget, maintaining quarterly allotment systems, initiation of requests for transfer of funds, and maintenance of records; to assist in supervising and controlling procurement functions involving the review of

requests for material, equipment and supplies; and the preparation of purchases requisitions.

As required, to review the sale, lease or license of real estate under the jurisdiction of the Department and make recommendations to a superior concerning such activities.

As required, to assist the appointing authority in labor negotiations and personnel administration activities.

As required, to appear in court and give expert testimony regarding real estate matters.

To attend public hearings held in conjunction with Department projects involving property management.

As required, to appear before the State Properties Committee for the purpose of obtaining real estate by deed or obtaining releases for damages resulting from condemnation as well as the sale, lease or license of real estate under the jurisdiction of the Department of Transportation.

To coordinate the planning, design and construction activities related to the acquisition, management and conveyance of real estate in conjunction with other departmental divisions, as well as local, state and federal agencies.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of public administration, property management and real estate; a thorough knowledge of the organization of state government; a thorough knowledge of the principles and methods used in the collection, analysis, evaluation and presentation of findings relative to departmental projected requirements for and utilization of office, facility or land and the apportionment and use of existing or newly acquired space, the ability to analyze and evaluate property proposals and make recommendations; the ability to use clear, precise language in the preparation of written and verbal presentations and reports and in the writing of leases; the ability to establish and maintain effective working relationships with departmental officials and employees, representatives of the real estate and business communities, attorneys, architects and related professionals; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in public administration, business administration, economics or a closely related field; and receipt of a certificate in real estate from a college or university of recognized standing; and

Experience: Such as may have been gained through: extensive employment in a highly responsible public property management position including space utilization studies, the projection of space requirements, the apportionment of space, and the negotiation and preparation of leases for real property.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 7, 1998

Editorial Review: 3/15/2003